

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, APRIL 26, 2022
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meetings
6. Presentations/Proclamations
 - National Day of Prayer
 - Laurel Rosenthal Day

7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

- **C. B. 22-19** – An Ordinance adding certain property commonly known as the “Phelps House” to the Carthage Historic District in the City of Carthage, Jasper County, Missouri as requested by the Carthage Historic Preservation INC.

16. New Business

- **C. B. 22-20** – An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff’s Office providing for prisoner housing for inmates with Municipal charges
- **C. B. 22-21** – An Ordinance authorizing a Special Use Permit for the operation of a carnival to be located at the Fair Acres Sports Complex (East George Phelps Blvd.), in conjunction with the 2022 Carthage Maple Leaf parade in the City of Carthage, Jasper County, Missouri (Planning & Zoning)

17. Mayor's Appointments

18. Resolutions

- **Resolution 1963** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an Agreement with the CCVB to pay them up to \$89, 009.00 for the City portion of the Missouri Division of Tourism Advertising Grant Funds (Budget Ways & Means)

19. Closing Comments

20. Executive Session

- **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (1), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEGAL ACTIONS, CAUSES OF ACTION OR LITIGATION INVOLVING A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES AND ITS ATTORNEYS.
- **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
April 12, 2022

The Carthage City Council met in regular session on the above date in the Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Ryan Huntley gave the invocation and Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Ceri Otero, Alan Snow, Seth Thompson, Ed Barlow, Juan Topete, Robin Harrison, David Armstrong, and Mike Daugherty. City Administrator Greg Dagnan and City Attorney Nate Dally were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson, City Clerk Traci Cox and Deputy City Clerk Miranda Deal.

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the minutes of the March 22, 2022 Council Meeting. Motion carried unanimously.

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the minutes of the April 1, 2022 Special Council Meeting. Motion carried unanimously.

Mayor Rife presented plaques for outgoing Council Members Juan Topete, Mike Daugherty, and Seth Thompson. He also presented a Proclamation for Arbor Day on April 12, 2022. Mark Peterson stated that he presented it at the Arbor Day festivities earlier in the day.

No citizens were present to speak during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met on April 11. Kim Bausinger from the Convention and Visitor's Bureau was present to ask for advanced grant money in the amount of \$89,009.00 with \$66,081.75 being reimbursed in August. This is a reimbursement grant that helps pay for advertisements of Carthage tourism events. Mr. Snow made a motion, seconded by Mr. Topete, to appropriate lodging tax funds for their request. Motion carried. He also updated the Council on budget meetings, each department is asking for extra employees and they are looking at bringing the City Attorney on Full Time at City Hall. The budget revenue projections were approved; sales tax numbers are up, use tax numbers are above projections. The Committee declared all items in Resolution 1962 as surplus. The next budget meeting is scheduled for April 25.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. The job description for the Assistant City Administrator and the Tourism Director were also discussed, there were minor changes made to the descriptions, new copies were provided to Council. Ms. Otero made a motion, seconded by Mrs. Harrison, to approve the Assistant City Administrator job description. Motion carried. Mr. Snow expressed concern over the Tourism Director position since there had

not been any adjustments to the budget. Ms. Otero stated that at first, the position would be funded by the lodging tax that the City receives. Ms. Otero made a motion, seconded by Mrs. Harrison, to approve the Tourism Director job description. Motion carried.

Mr. Barlow reported the Public Safety Committee is between meetings with the next meeting scheduled for April 18.

Mr. Topete reported that the Public Services Committee is between meetings with the next meeting scheduled for April 19.

Mr. Armstrong reported the Public Works Committee did not meet on April 5 due to lack of quorum. The items that would have been on the agenda were taken care of in other committees.

Special Committee and Board Liaison Reports were given by Mr. Barlow for the Planning, Zoning and Historic Preservation District.

Mayor Rife reported that the last few weeks had been busy and that budget meetings were done last week with all of the department heads.

During reports of Council Members, Mr. Barlow stated that he was proud to have served with all of the Council Members despite the ups-and-downs in the time they were together. Mr. Snow thanked the outgoing Council Members for their time on Council and wished them luck in their future adventures. Mr. Armstrong thanked the outgoing Council Members, and thanked Juan and Mike for being a good example for the other Council Members.

Department Heads also thanked Mr. Topete, Mr. Daugherty, and Mr. Thompson for their service.

Police Chief Bill Hawkins reported that the Council had asked him to help find a solution to the parking around the square, and along with the help of Vision Carthage, they are making progress. He thanked Zeb Carney and his street crew for adding 11 more parking spaces around the square. He also reported that they sent out a parking lot survey to the downtown area and they are receiving great feedback from it.

Public Works Director Zeb Carney reported that after 14 months of planning with MoDOT they received approval for the I-49 Roundabout Interchange.

Parks & Recreation Director Mark Peterson gave an update on the skating rink attendance numbers that were requested by Council.

City Administrator Greg Dagnan reported on the following: budget meetings and current standings, meeting with two developers wanting to develop within Carthage, a potential billboard issue that may be the City's responsibility, future planning/training session for all of Council, and a Proclamation for a local Principal.

The Committee on Claims filed a report in the amount of \$911,838.06 against the following funds: General Revenue \$96,249.08, Public Health \$2,168.88, Public Safety \$6,002.36, Parks/Stormwater \$48,879.64, Fire Protection \$15.75, Golf \$10,153.15, Capital Improvements \$36,180.18, Parks & Recreation \$72.90, Myers Park \$6,910.00, Public Library \$25,000.00, and Payroll \$680,206.12. Ms. Otero made a motion, seconded by Mr. Topete, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 22-12 – An Ordinance rezoning certain property on Harrington Ave between West Macon Street and West Budlong Street in the City of Carthage from “A” First Dwellings to “B” Second Dwellings as requested by LE Home Builders LLC was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-13.

C.B. 22-13 – An Ordinance authorizing the Mayor to enter into a contract with the Carthage YMCA for Management of the Pool Facilities in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-14.

C.B. 22-14 – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Jason and Pam Graff for continued use of the pavilion in Municipal Park as a skating rink for a one-year term commencing January 1, 2022 was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-15.

C.B. 22-15 – An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Youth Baseball League for non-exclusive use of the baseball fields at the Fair Acres Sports Complex from March 15, 2022 to July 15, 2022 was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-16.

C.B. 22-16 – An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Youth Softball League for non-exclusive use of the softball fields at the Fair Acres Sports Complex during the summer of 2022 in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-17.

C.B. 22-17 – An Ordinance authorizing the Mayor to enter into a Contract with Neutron Holdings, INC. d/b/a LIME for scooter rental in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-18.

C.B. 22-18 – An Ordinance authorizing the Mayor to enter into a Contract with Lightspeed Point of Sale Agreement for the Carthage Golf Course in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-19.

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the April 5, 2022 municipal election results as follows:

Mayor:	Dan Rife – 503 votes David “Bren” Flanigan – 488 votes
Ward 1:	Brandi Ensor – 54 votes Maria Marroquin – 40 votes
Ward 2:	Trudy Blankenship – 43 votes
Ward 3:	Mike Daugherty – 46 votes Robin D. Blair – 128 votes
Ward 4:	Ed Hardesty – 266 votes Craig Diggs – 92 votes Aaron McDonald – 46 votes
Ward 5:	Shawn McGrew – 91 votes Mark Elliff – 144 votes

Motion carried unanimously.

Mr. Daugherty made a motion, seconded by Mr. Topete, to adjourn the Old Council. Motion carried and meeting adjourned at 7:09 P.M.

There was a short recess.

City Clerk Traci Cox administered to Oath of Office to Mayor Dan Rife, and Council Members Brandi Ensor, Trudy Blankenship, Robin D. Blair, Ed Hardesty, and Mark Elliff.

Mayor Rife called the meeting to order. The following Council Members answered roll call: Robin Harrison, Brandi Ensor, David Armstrong, Trudy Blankenship, Ceri Otero, Robin D. Blair, Alan Snow, Ed Hardesty, Ed Barlow, and Mark Elliff.

Mr. Snow made a motion, seconded by Ms. Otero, to approve the Mayor’s Committee and Board Liaison Appointments. Motion carried.

Mr. Armstrong made a motion, seconded by Mr. Hardesty, to elect Ms. Otero as Mayor Pro Tem. Ms. Otero was elected Mayor Pro Tem unanimously.

Mr. Barlow made a motion, seconded by Mr. Elliff, to draft a Council Bill for the 353 Tax Credit Program to present to Council. Motion carried. The Tax Credit Program was discussed at the Planning, Zoning and Historic Preservation Committee meeting on April 4.

Under new business, C. B. 22-19 – An Ordinance adding certain property commonly known as the “Phelps House” to the Carthage Historic District in the City of Carthage, Jasper County, Missouri as requested by the Carthage Historic Preservation INC was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Ms. Otero, to approve Resolution 1962 – A Resolution approving the declaration of certain materials and pieces of equipment as surplus to the City's needs and authorizing their disposition. Resolution 1962 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

During closing comments, current Council members welcomed the newly elected members. The new Council members expressed their gratitude for the opportunity to serve. Mr. Snow stated he believes this set of Council members has made history being evenly split between men and women.

Mr. Elliff made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:27 P. M.

Dan Rife, Mayor

Miranda Deal, Deputy City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

P R O C L A M A T I O N

WHEREAS, the first Thursday in May, 2022 A.D. has been designated National Day of Prayer, and

WHEREAS, the theme for 2022 is "Exalt the Lord, who has established us. Colossians 2:6-7", and

WHEREAS, the work of several churches of the area has greatly enriched and strengthened the civic bonds and served the spiritual and physical needs of our community, and

WHEREAS, "in agreement with the Carthage Ministerial Alliance, we decree that Jesus is Lord over the City of Carthage, Missouri", and

NOW, THEREFORE, I, Dan Rife, Mayor of Carthage, Missouri, declare the day of May 5, 2022 as

NATIONAL DAY OF PRAYER

in the City of Carthage. I encourage all citizens of our fair city to recognize the work of the Ministerial Alliance and congregations which have contributed so much to the well-being of our community.

Dan Rife
Mayor

PROCLAMATION

IN HONOR OF LAUREL ROSENTHAL

WHEREAS, Laurel Rosenthal will retire in May after 55 years of loyal service to Mark Twain, serving in the roles of teacher and principal, and

WHEREAS, Laurel Rosenthal began her teaching career in September 1967 when she became Mark Twain Elementary School's first kindergarten teacher, and

WHEREAS, Laurel Rosenthal taught kindergarten for 21 years at Mark Twain Elementary, and

WHEREAS, Laurel Rosenthal assumed the role of principal of Mark Twain Elementary School in 1988 and served for 34 years, and

WHEREAS, Laurel Rosenthal has received a plethora of awards throughout her teaching career, including the R-9 Golden Key Award for Outstanding Administrator, the Outstanding Principal of Southwest Missouri Award, the Judge Clay Cowgill Blair Award for Outstanding Teacher and the Carthage Chamber of Commerce Citizen of the Year Award in 2009, and

WHEREAS, Laurel Rosenthal received the Making a Difference for Women Award in 2019, was the grand marshal of the Carthage Maple Lead Parade in 2013, was one of 12 Distinguished Missouri Elementary Principals in 2000, was inducted into the Hall of Carthage Heroes in 2014 and in 2018 was named a Pioneer in Education by the Missouri Department of Education.

NOW, THEREFORE, I, Dan Rife, Mayor of the City of Carthage, Declare May 27, 2022, to be

LAUREL ROSENTHAL DAY

in the City of Carthage in recognition and gratitude for her many contributions to the children of the City and the community.

Dan Rife
Mayor

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 22-19

ORDINANCE NO. _____

An ordinance adding certain property commonly known as the “Phelps House” to the Carthage Historic District in the City of Carthage, Jasper County Missouri as requested by Carthage Historic Preservation INC.

WHEREAS, a Petition was filed by the Carthage Historic Preservation Inc the owners of the “Phelps House” to annex the property into the Carthage Historic District pursuant to Section 17-55(a). and said petition was filed with Public Works on May 2, 2021 ; and

WHEREAS, the Notice Requirement to commence proceedings under Sec 17-55(a) is waived as the only property being affected is the Petitioner’s property; and

WHEREAS, the Planning and Historic Commission completed their diligent and reasonable investigation of the proposed district landmark and the investigation was completed and approved on April 4, 2022, within 90 days of the commencement of the designation procedure; and

WHEREAS, within 90 days of the completion of the investigation a public hearing was held pursuant to Sec 17-55(c) on April 4, 2022. Notice of said public hearing was given by publication of notice in the Sarcoxie Record on March 23, 2022; and the date of publication was at least 15 days before the public hearing.

WHEREAS, at after Public Hearing the commission made findings and conclusions as required pursuant to Sec 17-55(e), outlining the following and is attached

- (1) Integrity of location, design, setting, materials, workmanship, feeling and association that reflect the community's history, culture, aesthetic values or architecture; or
- (2) Association with events have been a significant contribution to the broad patterns of our history; or
- (3) Association with the lives of persons significant in our past; or

(4) Embodiment of the distinctive characteristics of a type, period, or method of construction, or that represent the work of a "master," or that possess high artistic values, or that as a district represent a significant and distinguishable entity whose components may lack individual distinction; or

(5) Possibility of yielding information of importance in history;

(6) General preservability in terms of the economic impact upon both the area and the owner of the proposed site.

WHEREAS, The Planning and Historic Preservation Commission approved the inclusion of the Phelps House in the District by a majority vote on April 4, 2022.

WHEREAS, The City Council having had this presented to them must approve or disapprove by ordinance the proposal. If the Council fails to disapprove the proposal within ninety 90 days of the recommendation the proposal of inclusion is approved.

NOW THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, MISSOURI, JASPER COUNTY, MISSOURI as follows:

SECTION I: Pursuant to the provisions of Section 17-55., the following described real estate is hereby included in the Carthage Historic District in the City of Carthage, Missouri, to wit:

All that part of Miscellaneous Tracts M-1 and M-2 in the Northwest Quarter of Section 10, Township 28, Range 31, City of Carthage, Jasper County, Missouri, described as: Commencing at the Northwest corner of Section 10, Township 28, Range 31; thence East 44.0 feet to the Northwest corner of Miscellaneous Tract #1, and the point of beginning; thence East 232.0 feet; thence South 1 degree 16 minutes 30 seconds West 215.0 feet; thence South 88 degrees 45 minutes 59 seconds West 232.16 feet; thence North 1 degree 16 minutes 30 seconds East 220.0 feet to the point of beginning.

containing 1.15 acres more or less.

SECTION II: This Ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Planning and Historic Preservation Commission

***NEW
BUSINESS***

COUNCIL BILL NO. 22-20

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARTHAGE
AND THE JASPER COUNTY SHERIFF'S OFFICE PROVIDING FOR PRISONER
HOUSING FOR INMATES WITH MUNICIPAL CHARGES.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER
COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office providing for prisoner housing for inmates with municipal charges.

SECTION II: That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

SECTION III: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

MAYOR

ATTEST:

CITY CLERK

Sponsored by:



Jasper County Sheriff's Office

231 S. Main
Carthage, MO 64836
Sheriff Randee Kaiser
417-358-8177
Fax: 417-359-8620

04-01-2022

Term: This MOU is effective July 1st, 2022, and will expire June 30th, 2023. It may be extended for a term as mutually agreed to by the Parties. The terms of this MOU can be negotiated before the end of each calendar year, with changes to take effect January 1st of the following year.

The City will pay for 12 months of the current term in one lump sum. This sum will be \$48,036. Nature of the Project: The Jasper County Sheriff's Office will agree to provide prisoner housing for inmates with municipal charges.

Responsibilities: Under most circumstances, inmates will be transported by Carthage Police Department.

A list will be provided to the Detention Center at least 12 hours in advance of the inmates that will be transported to court.

Under most circumstances, inmates will be transported to the Jasper County jail after 1800 hours and will have been fed supper.

A 24-hour phone number of someone able to make decisions regarding release of municipal prisoners will be made available to the Detention Center.

Mayor Dan Rife

Date

Sheriff Randee Kaiser

Date

Jail budget (excluding insurance costs, capitol improvement costs) / 365 / JCSO Avg daily inmate count for 2021 * 3 year AVG CPD inmate count.

+++ 2022 formula = $\$3,301,345 / 365 / 186 = \$48.62 * 988 = \$48,036$

COUNCIL BILL NO. 22-21

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A SPECIAL USE PERMIT FOR THE OPERATION OF A CARNIVAL TO BE LOCATED AT THE FAIR ACRES SPORTS COMPLEX (EAST GEORGE PHELPS BLVD.) IN CONJUNCTION WITH THE 2022 CARTHAGE MAPLE LEAF PARADE IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: A public hearing was held by the Planning, Zoning and Historic Preservation Commission April 04, 2022. The Commission determined that a Special Use Permit will conform to the intent and purpose of the Code of Carthage, that neighboring property will not be unnecessarily injured and that substantial justice will be done.

SECTION II: The Commission has recommended, and the City Council does hereby grant and issue a Special Use Permit for the operation of a Carnival in conjunction with the Carthage Maple Leaf Parade from Friday, October 14, 2022 through Saturday October 15, 2022, located on real estate described as:

CAR MISC S1/2 SW EX RDS & EX COM SW COR SW SW N 58.78' E 30.01' N 324.18' E 15.01' TO POB E 400.19' S 337.97' W 307.93' N 45 DEG W 130.32' N 243.88' TO POB.

Commonly known as The Fair Acres Sports Complex, East George Phelps Blvd., City of Carthage, Jasper County, Missouri.

SECTION III: Said Special Use Permit is granted in accordance with Chapter 25-251 (1) of the Code of the City of Carthage. Said Special Use Permit granted under this section shall automatically terminate at the conclusion of the 2022 Maple Leaf activities. Failure to purchase a merchants license or business license, for those businesses required to purchase such a license, shall also be prima facia evidence of cessation of the permitted use.

SECTION IV: This Ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, MAYOR

ATTEST:

Traci Cox, CITY CLERK

Sponsored by: Planning & Zoning Commission

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1963

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CVB TO PAY THEM UP TO \$89,009.00 FOR THE CITY PORTION OF THE MISSOURI DIVISION OF TOURISM ADVERTISING GRANT FUNDS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

WHEREAS, it is necessary for the Mayor of the City of Carthage to enter into an agreement with the CVB to pay the cost share portion of the Missouri Division of Tourism advertising grant funds, a contract is attached hereto and incorporated herein as if set out in full.

WHEREAS, the City has already allocated funds for advertising though the use of lodging tax dollars

WHEREAS, the Missouri Division of Tourism will reimburse \$66,081.75

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI,

The mayor is authorized to enter into the attached agreement for use of DMO advertising grant funds.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Budget Ways and Means

MINUTES
STANDING
COMMITTEES

City of Carthage



Public Safety Committee – Minutes

Meeting Date: March 21, 2022

Meeting Location: City Hall- Council Chambers

Call to Order: Chairman Barlow

Time Called to Order: 5:30pm

Attendance:

Chairman Barlow, Councilman Harrison, Councilman Snow, Councilman Thompson, Captain Woody, Chief Huntley, Tom Short

OLD BUSINESS

1. Councilman Harrison made the motion to accept the minutes from the previous meeting as written. Motion passed.

CITIZEN PARTICIPATION

1. Desmond Williams and Megan Saba spoke with the committee on a 5K run. They will be partnering with the Carthage Humane Society and TYP Elite. A percentage of the proceeds will go to these Partners. As well as partnering with these two businesses, they will be collaborating the run with The Run Around in Joplin to host the event. They are requesting to have the 5K Run on June 4th. Check in will be around 8:00-8:30 am and the run start at 9:00am. The route they are requesting to start on the Square, South on Main to Centennial, East to River, up Chestnut back up to the Square. They are requesting police assistance at Main & Centennial. Motion was made to close 3rd street to Main from 0700-1200. Councilman Snow made a motion to close 3rd street and for police assistance. Motion passed.
2. Julie Reams with Carthage Chamber of Commerce requested closure of the square to traffic on Saturday, May 21 for activities in conjunction with Civil War Days. Activities include blacksmithing, black powder muzzle loading, food trucks, entertainment, pony rides and possible ax throwing. Chairman Barlow made a motion to close the square on May 21 from 6:00 a.m. to 6:00 p.m. for Civil War Days. Motion passed.

NEW BUSINESS

1. Staff Reports:
 - Fire Department
 - Chief Huntley spoke with the committee on the fallen Joplin Officers funeral processions.
 - Chief Huntley updated the committee on the CFD parking lot progress
 - Police Department
 - Captain Woody spoke with the committee about the funerals of the fallen PD officers.

Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.

Chairman Barlow made a motion to adjourn. Motion passed.

Next Meeting Date: April 18, 2021

Next Meeting Location: City Hall Council Chambers

***Persons with disabilities who need special assistance – please contact the
Fire Department at 417-237-7100, or the Police Department at 417-237-7200
at least 24 hours prior to the meeting.***

BUDGET WAYS & MEANS COMMITTEE
MONDAY, APRIL 11, 2022 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Juan Topete, and Ed Barlow. Ceri Otero was absent.

OTHERS PRESENT: Mayor Dan Rife, City Administrator Greg Dagnan, City Clerk Traci Cox, Parks & Recreation Director Mark Peterson, Council Member David Armstrong, Mark Elliff, Ed Hardesty, Kim Bausinger, John Hacker and Abi Almandinger.

Mr. Snow called the meeting to order at 5:30 P.M.

Mr. Barlow moved to amend the agenda to include a presentation by CVB Director Kim Bausinger. Motion carried.

OLD BUSINESS:

1. Consideration and approval of minutes from previous meeting.

Mr. West made a motion to approve the minutes of the March 12 Budget meeting. Motion carried 3-0.

NEW BUSINESS

1. Kim Bausinger, CVB Director, requesting funds for Advertisement Grant Funding.

Ms. Bausinger requested assistance from the City in paying for an advertisement reimbursement grant using DMO funds from the Missouri Division of Tourism. The total expenditure for this project is \$89,009 and \$66,081.75 would be reimbursed in August, leaving a balance of \$22,927.25. Mr. Barlow moved to forward the request to council for approval. Motion carried.

2. Update on Budget Process, Budget Projections, Meeting with Department Heads.

Mr. Dagnan discussed changes to the budget process to increase transparency. Revenue projections are flat. Mr. Topete moved to accept the 2023 revenue projections. Motion carried. The projected fund balance was also discussed.

3. Sales and Use Tax Collections.

Mr. Dagnan reported the sales tax collections are up for the month and use tax revenues are slightly ahead of projections.

4. **Consider and Discuss Surplus Resolution 1962.**

Due to the timing of the auction, a list of obsolete items from all departments was presented to the Budget Committee. Mr. Topete moved to deem all items as surplus and forward to council for approval. Motion carried.

5. **Staff Reports:** None

6. **Other Business:** None

ADJOURNMENT: The meeting adjourned at 6:10 P.M. on motion by Mr. Topete.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, APRIL 12, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: City Administrator Greg Dagnan, City Clerk Traci Cox, and HR Coordinator Michael Miller.

OTHERS PRESENT: Abi Almandinger and Robin Blair

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mrs. Harrison, the minutes of the March 22, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss changes to the Assistant City Administrator job description:** HR Coordinator Michael Miller discussed the changes to the job description. The job description has added new job functions with a heavy emphasis on financials. Mr. Armstrong moved to forward the job description to council with the possibility of making adjustments to the job description in the future. Motion carried 3-0.
2. **Consider and discuss Tourism Director job description:** HR Coordinator Michael Miller discussed the new position and job description which will be under the direction of the City Administrator. Mrs. Harrison moved to forward the job description to council for approval. Motion carried 3-0.
3. **Staff Reports:** Mr. Dagnan reported staff meetings have been reduced to one hour and held only on days of council meetings.
4. **Other Reports:** None

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:40 PM. Motion carried 3-0.

Traci Cox

City of Carthage



Public Safety Committee – Minutes

Meeting Date: April 18, 2022

Meeting Location: City Hall- Council Chambers

Call to Order: Chairman Barlow

Time Called to Order: 5:30pm

Attendance:

Chairman Barlow, Councilman Harrison, Councilman Elliff, Chief Huntley, Chief Hawkins, Greg Dagnan, Ed Hardesty, Luis Rangel, Tony Shaddon, David Hagroder, Amy Tamayo, Morgan Housh

OLD BUSINESS

1. Councilman Harrison made the motion to accept the minutes from the previous meeting as written. Motion passed.

CITIZEN PARTICIPATION

1. Tony Shaddon updated the committee on the Ministerios El Jordan Church 4th of July Parade. He has been working with the CPD on the event. The parade will start at 10:00am starting at the Square, to Grand, to Centennial, over to Baker, ending at the Church. The CPD should have enough staffing to help with the event without needing any additional help. Chairman Barlow made a motion to allow the 4th of July Parade starting at 10:00 on July 4th. Motion passed
2. Luis Rangel spoke with the committee on the Hispanic Heritage Day on September 24th. He is requesting 7th Street and Lyon Street (Same as FTF) be closed for Hispanic Heritage Month Event at Central Park on September 24th. They will have 3 Bands performing and will also have a Multi-Cultural Dance Performance team perform throughout the day from 12 PM to 8 PM. They will also have anywhere from 10-15 Food Trucks that Line up next to Central park on Lyon and W 7th street and an estimated 10 Vendors that will set up in the actual park. Hispanic Connection would like to ask permission for the temporary closure of the following streets: Close Lyon from 7th to West Chestnut & Close 7th from S Grand Lyon. Chairman Barlow made a motion to accept the road closures of Lyon from 7th to West Chestnut & Close 7th from S Grand to Lyon on September 24th from 11:00am to 8:30pm for the Hispanic Heritage Day in Central Park. Motion passed.
3. Amy spoke with the committee on the Barber Lounge (300 block of Olive) grand opening/ beard competition event. They plan to have inflatables, beer wagon, and BBQ on May 14th from 11:00am to 4:00pm. She is requesting the street closure of Olive Street from the corner of McGregor to the alley. Chairman Barlow made a motion to accept the closure of Olive Street from the intersection of Olive/McGregor back to the east to the alleyway from 10:30am to 4:30pm on May 14th for the Barber Lounge grand opening. Motion passed.
4. David Hagroder spoke with the committee on Roscoe's Bar & Grill grand opening event on May 14th. The event will include a music stage set up on the west side of the parking lot to the north of Roscoe's Bar & Grill with local and regional bands playing throughout the afternoon with a headliner band finishing the evening. The event will also include a bounce house; face painting for children, a crawfish boil, hamburgers/hotdogs, as well as beer, mixed drinks, and soda. David is requesting that the parking lot and

Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.

Lincoln Street between 3rd and 4th street to be closed from noon to 10:00pm. Chairman Barlow made the motion to close and vacate the city parking lot and close Lincoln Street between 3rd and 4th, including the alley, from 11:00am to 10:00pm on May 14th for the Grand Opening event of Roscoe's Bar & Grill. Motion passed.

NEW BUSINESS

1. Captain Hawkins spoke with the committee on the CPD fence install. The style of the fence has been changed from rod iron to a coated chain link fence. Anchor Fence submitted a bid for \$24,845. Chairman Barlow made a motion to accept the bid in the amount of \$24,845 from Anchor Fence for the fence install at the Carthage Police Department.
2. Chief Huntley spoke with the committee on the inflatable rescue boat bids. The CFD sent out three bid packets and only received one bid back. Triad Marine & Industrial Supply submitted two different bids. One with delivery from Texas to the CFD and one without the delivery. The original budgeted amount was \$16,000. Both of these received bids were over the budgeted amount. Chief Huntley and Greg Dagnan have spoken and the CFD can move funds around to cover the additional cost of the boat. Chairman Barlow made a motion to accept the delivered bid from Triad Marine & Industrial Supply in the amount of \$23,258.71 to the CFD.
3. Staff Reports:
 - Fire Department
 - Updated the committee on the parking lot that is completed and stripped.
 - Police Department
 - Captain Hawkins spoke briefly with the committee on the MOU from the jail. This is for the housing of prisoners in the County Jail. The MOU is for \$48,036. Chairman Barlow made a motion to accept the MOU in the amount of \$48,036 and move on to Council. Motion passed.
 - Staffing update

Chairman Barlow made a motion to adjourn. Motion passed.

Next Meeting Date: May 16, 2021

Next Meeting Location: City Hall Council Chambers

Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, April 19th at 5:30 pm

Carthage City Hall, Council Chambers

Public Services Committee Members Present: Ceri Otero, Ed Hardesty, Trudy Blankenship, Brandi Ensor

Members Absent: N/A

Staff Present: Greg Dagnan, Mark Peterson, Chelsea Cholley

Non-Members: N/A

Councilwoman Otero called the meeting to order at 5:30 pm.

Old Business

- 1. Consider and approve minutes from the previous meeting.**

Councilwoman Ensor made a motion to approve minutes from March's meeting.

Motion Passed Unanimously

New Business

-Mr. Peterson welcomes new committee members and informs them they are welcome to reach out anytime needed. He introduces the new Parks and Recreation Administrative Assistant Chelsea Cholley as an additional contact for the committee members.

-City Administrator Dagnan mentions some best practices for the new committee members.

- 1. Consider and Discuss Hispanic Heritage Day at Central Park on September 24th**

-Mr. Peterson informs the committee of the history of Hispanic Heritage Days. Hispanic Connection requests to use Central Park on September 24th from 12:00 pm to 10:00 pm and close streets adjacent to the park. The road closures request has already been sent to and approved by the Public Safety Committee. In

addition, plans for layout and utilities have been coordinated with Parks and Recreations and Carthage Water & Electric.

-Councilwoman Otero inquires if there is a contract with Hispanic Connection for this event.

Mr. Peterson states they do not have a formal contract, but they will provide event liability insurance for this event.

-Mr. Peterson outlined plans for a Special Events Guidelines document. This document will provide details for all groups wanting to host events in our City of Carthage parks. This document will also include a cost recovery plan in conjunction with the guidelines.

Councilwoman Otero motioned to allow the closure of Central Park from 12 pm to 10 pm for the Hispanic Heritage Day event on September 24th.

Motion Passed Unanimously

2. Consider and Discuss Kids Fishing Day at Kellogg Lake on June 11th

-Mr. Peterson informs the committee of past year's procedures with Kids Fishing Day at Kellogg Lake. The Kellogg Board requests to close public fishing at Kellogg Lake before the event from 6 am Sunday, June 5th to 7 am on June 11th, when it opens for Kids Fishing Day. They will also request road closures and enforcement of no fishing during the stated dates and times at the Public Safety Meeting in May.

-Councilwoman Otero states this is an event where the city works with the Kellogg Board, so there are no fees charged for the event.

Councilwoman Otero motions to close Kellogg Lake to the public before Kids Fishing Day on June 5th and open at 7 am on June 11th and allow Kids Fishing Day on from 7 am to noon.

Motion Passed Unanimously

3. Consider and Discuss Great American Days at Central Park on May 10th

-Mr. Peterson informs the committee of the return after many years of Great American Days. The event is a reenactment used to teach about American heroes

at stations made in the park. R-9 is requesting the use of Central Park on May 10th from 8 am-5 pm.

-Councilwoman Otero asks what the age group that attends is.

-Mr. Peterson states it is for all grade school children. The R9 and other local schools have field trips set for the event.

Councilwoman Otero motioned to allow the use of Central Park on May 10th 8 am-5 pm, for Great American Days.

Motion Passed Unanimously

Staff Reports

-Mr. Peterson provided the new committee an overview of the Master Plan, a project going on for the last couple of years with the assistance of the Public Service Committee. Mr. Peterson states that previously, the Parks Department has been a passive department that has only focused on essential maintenance of what the Parks currently have. The Master Plan was created to determine the community's needs. We developed questions for a statistically valid survey, held stakeholder meetings, held partnership meetings and focus groups. The information from this work was used to create park concept designs and recommendations for the next several years. We determined the administrative capacity needed for programming, special events, and community development. We also determined the necessary maintenance capacity to take care of what we already have and what we will develop.

-Councilwoman Blankenship inquired about what was determined a top priority from the surveys and meetings held.

-Mr. Peterson stated Phase 1 priorities include restrooms, trails, and playgrounds. Mr. Peterson mentions that there has been a McCune Brooks Regional Hospital Trust grant of \$5,000,000 awarded for these Phase 1 projects. The May Public Services Committee will include a recommendation for a contract award for professional services to start the work.

-Councilman Hardesty mentioned that he has seen some concerns about park playground maintenance and would like to know how often the parks are inspected.

-Mr. Peterson states that parks are inspected on a monthly basis. He says that the best option for the public to inform the Parks Department of damage is through the Citizen

Request Tracker feature currently on the website. The feature will also be available on the mobile when it is live in the next few weeks. The public will be able to use that feature on the mobile app to provide a picture of damage or concerns. This process will also start a work order and provide transparent communication with the citizen bringing the concern forward.

Councilman Hardesty made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:48 pm.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

CWEP BOARD MEETING MINUTES

April 21, 2022

The Carthage Water & Electric Plant Board met in regular session April 21, 2022, 1:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ G. Stephen Beimdiek- President
☒ Danny Lambeth -Vice President
☒ Ron Ross -Secretary
☐ Alan Snow -Liaison

☒ Brian Schmidt - Member
☒ Pat Goff – Member
☒ Darren Collier - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

President Beimdiek called the meeting to order at 1:08 p.m.

ADDITIONS/CHANGES TO THE AGENDA:

General Manager Bryant welcomed President/CEO of Carthage Chamber of Commerce, Julie Reams, to the meeting. Reams introduced herself to the Board and gave some of her background experience. Julie noted her vision for the Carthage Chamber and what her plan is moving forward.

APPROVAL OF MINUTES:

A motion by Collier and seconded by Goff to approve the minutes of the regular meeting of March 17, 2022, as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Beimdiek and seconded by Ross to approve disbursements for March in the amount of \$4,693,394.44, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for March, she noted consolidated operating revenues are slightly below budget. She reported power costs, tree trimming, a water leak detection survey, and a new IT helpdesk employee have all contributed to higher expenses for the month. Year to date, all departments are ahead on net income.

A motion by Collier and seconded by Schmidt to approve March financials passed unanimously.

COMMITTEE REPORTS: None.

Director of Business & ED Howard reported Missouri Partnership is still touting Carthage, MO as a big win during the pandemic with being able to land Belleville Boot Company to the empty building left by Justin Boot.

BOARD MEMBER COMMENTS:

Board Member Collier expressed his appreciation for everyone's hard work going into budget.

At 4:57 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda

April 18, 2022

5:30 p.m.

Carthage City Hall

Council Chambers

326 Grant, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss 4th of July Parade – Jordan Church – Tony Shaddon
2. Consider and discuss Hispanic Heritage Day – Luis Rangel
3. Consider and discuss Barber Lounge grand opening – Amy
4. Consider and discuss Grand opening of Roscoe's Bar & Grill – David Hagroder

NEW BUSINESS

1. Consider and discuss CPD fence install. – Jeff Pinnell
2. Consider and discuss inflatable rescue boat bids – Chief Huntley
3. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: _____

BY: _____

-NOTICE OF MEETING-
Public Services Committee Tuesday April 19th, 2022
5:30 P.M.
Carthage City Hall, Council Chambers
326 Grant, Carthage MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Chelsea Cholley at the Parks & Recreation office at 417-237-7035 or email c.cholley@carthagemo.gov.

New Business

1. Consider and Discuss Hispanic Heritage Day at Central Park on September 24th.
2. Consider and Discuss Kids Fishing Day at Kellogg Lake on June 11th.
3. Consider and Discuss Great American Days at Central Park on May 10th.

Staff Reports

Other Business

ADJOURNMENT

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
BEFORE MEETING.**

Posted: _____

By: _____

-NOTICE OF MEETING-

BUDGET WAYS & MEANS COMMITTEE

MONDAY, April 25, 2022

5:30 P.M.

**COUNCIL CHAMBERS, CITY HALL
326 GRANT ST., CARTHAGE, MISSOURI**

-TENTATIVE AGENDA-

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

NEW BUSINESS

1. Public Hearing Fiscal 2023 Budget- Outside Agency Hearings
2. Staff Reports.
3. Other Business.

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2966 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

April 26, 2022

City Hall Council Chambers

5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Staff Reports
2. Other Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet April 21, 2022, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: March 2022

APPROVAL OF DISBURSEMENTS: March \$4,693,394.44

FINANCIAL STATEMENT: March

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of Bids for a SCADA Remote Terminal Unit Upgrade
2. Consideration of Fiscal Year 2022-2023 Budget

STAFF REPORTS

BOARD MEMBER COMMENTS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Megan Stump, P O Box 611 Carthage, MO 64836 417-237-7300

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417-358-0483

COMMISSION AGENDA

APRIL 26, 2022

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PRAYER
 - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
 - **County Clerk-Present Statement of Railroad and Utility Property.**
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - **County Clerk-Surplus 50 HP Deskjet 1710 printers.**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED APRIL 22, 2022, AT 4:00 P.M.

(RSMO 610.020)

POLICE AND FIRE PENSION COMMITTEE
Tuesday, April 26, 2022
11:30 A. M.
Carthage City Hall, Council Chambers

Agenda

Old Business

1. Accept the minutes from the previous meeting

New Business

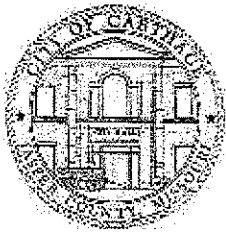
1. Quarterly Report on Investments – Daniel Hepp
2. Discuss and Approve Auditor for Fiscal Year ending 12/31/2021
3. Consider and Discuss changes to the Plan document
4. Training Session

Other Business

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000
(VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO
MEETING.)

Posted _____



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, May 2, 2022 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting:

Public Hearing

**NOTICE:
MEETING IS CANCELED**

New Business

Old Business

Next Meeting: Monday, June 6, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Open		
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Greg Dagnan	City Hall	417-237-7003
	Asst. City Administrator	Vacant	City Hall	417-237-7003
	Councilmember	Ed Barlow		

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
---------------	-----------------------	------------	-------------------------	--------------

Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: pwd@carthagemo.gov

CORRESPONDENCE

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

JANUARY 31, 2022





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Lane
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended January 31, 2022 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

February 12, 2022



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
January 31, 2022

Assets

Current Assets

SMB	\$ 36,754.31
Arvest - Payroll	125.64
Arvest - Operating	6,741.71
Petty cash	100.00
SMB - Payroll	1,000.00
Total Current Assets	<u>44,721.66</u>

Property and Equipment

Land	14,586.95
Building	486,742.82
Improvements	130,932.26
Office furniture and equipment	10,965.26
Machinery and equipment	188,773.74
Less accumulated depreciation	<u>(426,781.46)</u>
Net Property and Equipment	<u>405,219.57</u>

Total Assets	<u><u>\$ 449,941.23</u></u>
---------------------	-----------------------------

Liabilities and Net Assets

Net Assets

Unrestricted net assets	\$ 439,551.82
Change in net assets	10,389.41
Total Net Assets	<u>449,941.23</u>
Total Liabilities and Net Assets	<u><u>\$ 449,941.23</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues and Expenses - Tax basis
For the one month ended January 31, 2022

	2022 Year to date	% of Income
Sales		
City of Carthage contract	\$ 2,750.00	7.52 %
Jasper County contracts	2,000.00	5.47
Adoption fees	8,346.16	22.83
Return to owner fee	425.00	1.16
Surrender fees	2,370.00	6.48
Product sales	162.00	0.44
Donations	9,499.39	25.98
Noncash Donations	1,586.04	4.34
Fundraising	23.21	0.06
Grants	0.00	0.00
PetSmart Charities	500.00	1.37
Steadley Memorial Trust	7,169.62	19.61
Frances H Havens Trust	1,672.32	4.57
Reimbursement of expenses	0.00	0.00
Miscellaneous income	60.00	0.16
	<u>36,563.74</u>	<u>100.00</u>
Gross Profit	<u>36,563.74</u>	<u>100.00</u>
Operating Expenses		
Salaries and wages	11,505.84	31.47
Payroll taxes	1,042.09	2.85
Total payroll expenses	<u>12,547.93</u>	<u>34.32</u>
Auto expense	0.00	0.00
Bank charges	119.32	0.33
Cat litter	84.87	0.23
Dog and cat food	1,033.61	2.83
Dues and subscriptions	0.00	0.00
Insurance	0.00	0.00
Legal and professional	300.00	0.82
Medication	1,523.04	4.17
Medical- Veterinarian	2,096.90	5.73
Medical - Employees	1,219.25	3.33
Miscellaneous	0.00	0.00
Repairs and maintenance	1,040.50	2.85
Supplies- office	447.09	1.22
Supplies- Cleaning	479.38	1.31
Supplies- Animal Supplies	30.27	0.08
Taxes and licenses	878.00	2.40
Trash svc	110.35	0.30
Utilities	1,703.07	4.66
Depreciation	2,562.33	7.01
	<u>13,627.98</u>	<u>7.01</u>
Total operating expenses	<u>26,175.91</u>	<u>71.59</u>
Net income (loss) from operations	<u>10,387.83</u>	<u>7.01</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues and Expenses - Tax basis
For the one month ended January 31, 2022

	2022 Year to date	% of Income
Other Income / (Expenses)		
Interest income	1.58	0.00
	<u>1.58</u>	<u>0.00</u>
Net Income / (Loss)	<u><u>\$ 10,389.41</u></u>	<u><u>28.41</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

FEBRUARY 28, 2022





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Lane
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended February 28, 2022 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

March 02, 2022



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
February 28, 2022

Assets

Current Assets

SMB	\$ 46,826.17
Arvest - Payroll	83.08
Arvest - Operating	3,611.82
Petty cash	100.00
SMB - Payroll	<u>2,072.10</u>
Total Current Assets	<u><u>52,693.17</u></u>

Property and Equipment

Land	14,586.95
Building	486,742.82
Improvements	130,932.26
Office furniture and equipment	10,965.26
Machinery and equipment	188,773.74
Less accumulated depreciation	<u>(429,343.74)</u>
Net Property and Equipment	<u><u>402,657.29</u></u>

Total Assets	<u><u>\$ 455,350.46</u></u>
---------------------	-----------------------------

Liabilities and Net Assets

Net Assets

Unrestricted net assets	\$ 439,551.82
Change in net assets	<u>15,798.64</u>
Total Net Assets	<u><u>455,350.46</u></u>
Total Liabilities and Net Assets	<u><u>\$ 455,350.46</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and two months ended February 28, 2022

	2022 Month	% of Income	2022 Year to date	% of Income
Sales				
City of Carthage contract	\$ 6,250.00	20.80 %	\$ 9,000.00	13.51 %
Jasper County contracts	0.00	0.00	2,000.00	3.00
Adoption fees	6,051.77	20.14	14,397.93	21.62
Return to owner fee	0.00	0.00	425.00	0.64
Surrender fees	1,365.00	4.54	3,735.00	5.61
Product sales	72.00	0.24	234.00	0.35
Cemetery plot	200.00	0.67	200.00	0.30
Donations	8,575.72	28.54	18,075.11	27.14
Noncash Donations	1,450.96	4.83	3,037.00	4.56
Fundraising	0.00	0.00	23.21	0.03
Memorials and bequests	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00
PetSmart Charities	3,000.00	9.99	3,500.00	5.25
Steadley Memorial Trust	3,000.00	9.99	10,169.62	15.27
Frances H Havens Trust	0.00	0.00	1,672.32	2.51
Reimbursement of expenses	0.00	0.00	0.00	0.00
Miscellaneous income	77.76	0.26	137.76	0.21
	<u>30,043.21</u>	<u>100.00</u>	<u>66,606.95</u>	<u>100.00</u>
Gross Profit	<u>30,043.21</u>	<u>100.00</u>	<u>66,606.95</u>	<u>100.00</u>
Operating Expenses				
Salaries and wages	10,962.92	36.49	22,468.76	33.73
Payroll taxes	990.54	3.30	2,032.63	3.05
Total payroll expenses	<u>11,953.46</u>	<u>39.79</u>	<u>24,501.39</u>	<u>36.79</u>
Advertising	0.00	0.00	0.00	0.00
Auto expense	0.00	0.00	0.00	0.00
Bank charges	250.46	0.83	369.78	0.56
Cat litter	61.86	0.21	146.73	0.22
Dog and cat food	1,051.17	3.50	2,084.78	3.13
Dues and subscriptions	0.00	0.00	0.00	0.00
Fundraising expense	0.00	0.00	0.00	0.00
Insurance	2,553.00	8.50	2,553.00	3.83
Legal and professional	300.00	1.00	600.00	0.90
Medication	742.19	2.47	2,265.23	3.40
Meals and entertainment	0.00	0.00	0.00	0.00
Medical- Veterinarian	1,758.73	5.85	3,855.63	5.79
Medical - Employees	0.00	0.00	1,219.25	1.83
Miscellaneous	0.00	0.00	0.00	0.00

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.

Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and two months ended February 28, 2022

	2022 Month	% of Income	2022 Year to date	% of Income
Repairs and maintenance	134.00	0.45	1,174.50	1.76
Supplies- office	857.20	2.85	1,304.29	1.96
Supplies- Cleaning	486.85	1.62	966.23	1.45
Supplies- Animal Supplies	0.00	0.00	30.27	0.05
Taxes and licenses	0.00	0.00	878.00	1.32
Trash svc	109.98	0.37	220.33	0.33
Utilities	1,814.55	6.04	3,517.62	5.28
Depreciation	2,562.28	8.53	5,124.61	7.69
	<u>12,682.27</u>	<u>8.53</u>	<u>26,310.25</u>	<u>7.69</u>
Total operating expenses	<u>24,635.73</u>	<u>82.00</u>	<u>50,811.64</u>	<u>76.29</u>
Net income (loss) from operations	<u>5,407.48</u>	<u>8.53</u>	<u>15,795.31</u>	<u>7.69</u>
Other Income / (Expenses)				
Interest income	<u>1.75</u>	<u>0.01</u>	<u>3.33</u>	<u>0.00</u>
	<u>1.75</u>	<u>0.01</u>	<u>3.33</u>	<u>0.00</u>
Net Income / (Loss)	<u>\$ 5,409.23</u>	<u>18.00</u>	<u>\$ 15,798.64</u>	<u>23.72</u>

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and two months ended February 28, 2022

	2022	Monthly	Monthly	2022	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Revenue							
City of Carthage contract	\$ 6,250.00	\$ 3,000.00	\$ 3,250.00	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00	150.00 %
Jasper County contracts	0.00	666.67	(666.67)	2,000.00	1,333.30	666.70	150.00
Adoption fees	6,051.77	6,250.00	(198.23)	14,397.93	12,500.00	1,897.93	115.18
Return to owner fee	0.00	416.67	(416.67)	425.00	833.30	(408.30)	51.00
Surrender fees	1,365.00	833.34	531.66	3,735.00	1,666.60	2,068.40	224.11
Product sales	72.00	0.00	72.00	234.00	0.00	234.00	0.00
Cemetery plot	200.00	0.00	200.00	200.00	0.00	200.00	0.00
Donations	8,575.72	4,583.34	3,992.38	18,075.11	9,166.60	8,908.51	197.18
Noncash Donations	1,450.96	2,500.00	(1,049.04)	3,037.00	5,000.00	(1,963.00)	60.74
Fundraising	0.00	0.00	0.00	23.21	0.00	23.21	0.00
Grants	0.00	2,500.00	(2,500.00)	0.00	5,000.00	(5,000.00)	0.00
PetSmart Charities	3,000.00	625.00	2,375.00	3,500.00	1,250.00	2,250.00	280.00
Steadley Memorial Trust	3,000.00	3,000.00	0.00	10,169.62	6,000.00	4,169.62	169.49
Frances H Havens Trust	0.00	1,067.92	(1,067.92)	1,672.32	2,135.80	(463.48)	78.30
Jesse L Bridges Trust	0.00	602.09	(602.09)	0.00	1,204.10	(1,204.10)	0.00
Katheryn Hyde Trust	0.00	1,041.67	(1,041.67)	0.00	2,083.30	(2,083.30)	0.00
Trust fund receipts-other	0.00	416.67	(416.67)	0.00	833.30	(833.30)	0.00
McDowell Trust	0.00	458.34	(458.34)	0.00	916.60	(916.60)	0.00
Miscellaneous income	77.76	0.00	77.76	137.76	0.00	137.76	0.00
Total revenue	30,043.21	27,961.71	2,081.50	66,606.95	55,922.90	10,684.05	119.10
Operating Expenses							
Salaries and wages	10,962.92	13,333.33	(2,370.41)	22,468.76	26,666.70	(4,197.94)	84.26
Insurance - workers compensation	0.00	304.75	(304.75)	0.00	609.50	(609.50)	0.00
Payroll taxes	990.54	1,023.00	(32.46)	2,032.63	2,046.00	(13.37)	99.35
Total payroll expenses	11,953.46	14,661.08	(2,707.62)	24,501.39	29,322.20	(4,820.81)	83.56
Advertising	0.00	41.66	(41.66)	0.00	83.40	(83.40)	0.00
Auto expense	0.00	50.00	(50.00)	0.00	100.00	(100.00)	0.00
Bank charges	250.46	120.83	129.63	369.78	241.70	128.08	152.99
Cat litter	61.86	27.25	34.61	146.73	54.50	92.23	269.23
Dog and cat food	1,051.17	1,581.75	(530.58)	2,084.78	3,163.50	(1,078.72)	65.90
Dues and subscriptions	0.00	12.50	(12.50)	0.00	25.00	(25.00)	0.00
Fundraising expense	0.00	125.00	(125.00)	0.00	250.00	(250.00)	0.00
Insurance	2,553.00	625.00	1,928.00	2,553.00	1,250.00	1,303.00	204.24

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and two months ended February 28, 2022

	2022		Monthly		Monthly		2022		Year to date		Year to date		Actual as a % of	
	Month Actual		Budget	Variance	Budget	Variance	Year to date	Budget	Year to date	Budget	Variance	Budget	Budget	
Legal and professional	300.00		1,000.00	(700.00)			600.00	2,000.00		(1,400.00)		30.00		
Medication	742.19		0.00	742.19			2,265.23	0.00		2,265.23		0.00		
Meals and entertainment	0.00		29.16	(29.16)			0.00	58.40		(58.40)		0.00		
Medical- Veterinarian	1,758.73		3,000.00	(1,241.27)			3,855.63	6,000.00		(2,144.37)		64.26		
Medical- clinic	0.00		2,166.66	(2,166.66)			0.00	4,333.40		(4,333.40)		0.00		
Medical - Employees	0.00		0.00	0.00			1,219.25	0.00		1,219.25		0.00		
Postage & Shipping	0.00		20.83	(20.83)			0.00	41.70		(41.70)		0.00		
Printing & Stationary	0.00		62.50	(62.50)			0.00	125.00		(125.00)		0.00		
Repairs and maintenance	134.00		666.66	(532.66)			1,174.50	1,333.40		(158.90)		88.08		
Supplies- office	857.20		283.33	573.87			1,304.29	566.70		737.59		230.16		
Supplies- Cleaning	486.85		1,000.00	(513.15)			966.23	2,000.00		(1,033.77)		48.31		
Supplies- Animal Supplies	0.00		16.66	(16.66)			30.27	33.40		(3.13)		90.63		
Taxes and licenses	0.00		88.75	(88.75)			878.00	177.50		700.50		494.65		
Trash svc	109.98		131.25	(21.27)			220.33	262.50		(42.17)		83.94		
Utilities	1,814.55		1,416.66	397.89			3,517.62	2,833.40		684.22		124.15		
Depreciation	2,562.28		0.00	2,562.28			5,124.61	0.00		5,124.61		0.00		
	12,682.27		12,466.45	215.82			26,310.25	24,933.50		1,376.75		105.52		
Total operating expenses	24,635.73		27,127.53	(2,491.80)			50,811.64	54,255.70		(3,444.06)		93.65		
Total expenses	24,635.73		27,127.53	(2,491.80)			50,811.64	54,255.70		(3,444.06)		93.65		
Other Income / (Expenses)														
Interest income	1.75		0.00	(1.75)			3.33	0.00		(3.33)		0.00		
	1.75		0.00	1.75			3.33	0.00		3.33		0.00		
Change in net assets	\$ 5,409.23	\$ 834.18	\$ 4,575.05	\$ 15,798.64	\$ 1,667.20	\$ 14,131.44	\$ 947.62 %							

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

MARCH 31, 2022





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Ln
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended March 31, 2022 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

April 21, 2022



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
March 31, 2022

Assets

Current Assets

SMB	\$ 52,154.64
SMB - Payroll	2,303.01
Arvest - Payroll	83.08
Arvest - Operating	8,442.21
Petty cash	100.00
Total Current Assets	<u>63,082.94</u>

Property and Equipment

Land	14,586.95
Building	486,742.82
Improvements	130,932.26
Office furniture and equipment	10,965.26
Machinery and equipment	188,773.74
Less accumulated depreciation	<u>(431,906.07)</u>
Net Property and Equipment	<u>400,094.96</u>

Total Assets	<u><u>\$ 463,177.90</u></u>
---------------------	-----------------------------

Liabilities and Net Assets

Net Assets

Unrestricted net assets	\$ 439,551.82
Change in net assets	<u>23,626.08</u>
Total Net Assets	<u>463,177.90</u>
Total Liabilities and Net Assets	<u><u>\$ 463,177.90</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and three months ended March 31, 2022

	2022 Month	% of Income	2022 Year to date	% of Income
Sales				
City of Carthage contract	\$ 3,000.00	9.82 %	\$ 12,000.00	12.35 %
Jasper County contracts	0.00	0.00	2,000.00	2.06
Adoption fees	9,441.20	30.91	23,839.13	24.54
Return to owner fee	295.00	0.97	720.00	0.74
Surrender fees	2,260.00	7.40	5,995.00	6.17
Product sales	68.00	0.22	302.00	0.31
Cemetery plot	0.00	0.00	200.00	0.21
Donations	8,168.91	26.75	26,244.02	27.01
Noncash Donations	762.18	2.50	3,799.18	3.91
Fundraising	500.00	1.64	523.21	0.54
Memorials and bequests	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00
PetSmart Charities	0.00	0.00	3,500.00	3.60
Steadley Memorial Trust	3,000.00	9.82	13,169.62	13.56
Frances H Havens Trust	0.00	0.00	1,672.32	1.72
Jesse L Bridges Trust	0.00	0.00	0.00	0.00
Helen Boylan Foundation	2,763.03	9.05	2,763.03	2.84
Reimbursement of expenses	0.00	0.00	0.00	0.00
Miscellaneous income	282.45	0.92	420.21	0.43
	<u>30,540.77</u>	<u>100.00</u>	<u>97,147.72</u>	<u>100.00</u>
Gross Profit	<u>30,540.77</u>	<u>100.00</u>	<u>97,147.72</u>	<u>100.00</u>
Operating Expenses				
Salaries and wages	11,664.96	38.19	34,133.72	35.14
Payroll taxes	1,104.13	3.62	3,136.76	3.23
Total payroll expenses	<u>12,769.09</u>	<u>41.81</u>	<u>37,270.48</u>	<u>38.36</u>
Advertising	0.00	0.00	0.00	0.00
Auto expense	0.00	0.00	0.00	0.00
Bank charges	68.81	0.23	438.59	0.45
Cat litter	14.68	0.05	161.41	0.17
Dog and cat food	716.52	2.35	2,801.30	2.88
Dues and subscriptions	60.00	0.20	60.00	0.06
Fundraising expense	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	2,553.00	2.63
Legal and professional	300.00	0.98	900.00	0.93
Medication	2,736.28	8.96	5,001.51	5.15
Meals and entertainment	0.00	0.00	0.00	0.00
Medical- Veterinarian	2,162.81	7.08	6,018.44	6.20

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.

Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and three months ended March 31, 2022

	2022 Month	% of Income	2022 Year to date	% of Income
Medical - Employees	0.00	0.00	1,219.25	1.26
Miscellaneous	0.00	0.00	0.00	0.00
Postage & Shipping	0.00	0.00	0.00	0.00
Printing & Stationary	122.72	0.40	122.72	0.13
Repairs and maintenance	624.99	2.05	1,799.49	1.85
Supplies- office	(656.04)	(2.15)	648.25	0.67
Supplies- Cleaning	84.22	0.28	1,050.45	1.08
Supplies- Animal Supplies	0.00	0.00	30.27	0.03
Taxes and licenses	0.00	0.00	878.00	0.90
Trash svc	112.19	0.37	332.52	0.34
Utilities	1,036.84	3.39	4,554.46	4.69
Depreciation	2,562.33	8.39	7,686.94	7.91
	<u>9,946.35</u>	<u>8.39</u>	<u>36,256.60</u>	<u>7.91</u>
Total operating expenses	<u>22,715.44</u>	<u>74.38</u>	<u>73,527.08</u>	<u>75.69</u>
Net income (loss) from operations	<u>7,825.33</u>	<u>8.39</u>	<u>23,620.64</u>	<u>7.91</u>
Other Income / (Expenses)				
Interest income	2.11	0.01	5.44	0.01
	<u>2.11</u>	<u>0.01</u>	<u>5.44</u>	<u>0.01</u>
Net Income / (Loss)	<u>\$ 7,827.44</u>	<u>25.63</u>	<u>\$ 23,626.08</u>	<u>24.32</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and three months ended March 31, 2022

	2022	Monthly	Monthly	2022	Year to date	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance		Budget
Revenue								
City of Carthage contract	\$ 3,000.00	\$ 3,000.00	\$ 0.00	\$ 12,000.00	\$ 9,000.00	\$ 3,000.00		133.33 %
Jasper County contracts	0.00	666.67	(666.67)	2,000.00	1,999.97	0.03		100.00
Adoption fees	9,441.20	6,250.00	3,191.20	23,839.13	18,750.00	5,089.13		127.14
Return to owner fee	295.00	416.67	(121.67)	720.00	1,249.97	(529.97)		57.60
Surrender fees	2,260.00	833.34	1,426.66	5,995.00	2,499.94	3,495.06		239.81
Product sales	68.00	0.00	68.00	302.00	0.00	302.00		0.00
Cemetery plot	0.00	0.00	0.00	200.00	0.00	200.00		0.00
Donations	8,168.91	4,583.34	3,585.57	26,244.02	13,749.94	12,494.08		190.87
Noncash Donations	762.18	2,500.00	(1,737.82)	3,799.18	7,500.00	(3,700.82)		50.66
Fundraising	500.00	0.00	500.00	523.21	0.00	523.21		0.00
Grants	0.00	2,500.00	(2,500.00)	0.00	7,500.00	(7,500.00)		0.00
PetSmart Charities	0.00	625.00	(625.00)	3,500.00	1,875.00	1,625.00		186.67
Steadley Memorial Trust	3,000.00	3,000.00	0.00	13,169.62	9,000.00	4,169.62		146.33
Frances H Havens Trust	0.00	1,067.92	(1,067.92)	1,672.32	3,203.72	(1,531.40)		52.20
Jesse L Bridges Trust	0.00	602.09	(602.09)	0.00	1,806.19	(1,806.19)		0.00
Katheryn Hyde Trust	0.00	1,041.67	(1,041.67)	0.00	3,124.97	(3,124.97)		0.00
Trust fund receipts-other	0.00	416.67	(416.67)	0.00	1,249.97	(1,249.97)		0.00
McDowell Trust	0.00	458.34	(458.34)	0.00	1,374.94	(1,374.94)		0.00
Helen Boylan Foundation	2,763.03	0.00	2,763.03	2,763.03	0.00	2,763.03		0.00
Miscellaneous income	282.45	0.00	282.45	420.21	0.00	420.21		0.00
Total revenue	30,540.77	27,961.71	2,579.06	97,147.72	83,884.61	13,263.11		115.81
Operating Expenses								
Salaries and wages	11,664.96	13,333.33	(1,668.37)	34,133.72	40,000.03	(5,866.31)		85.33
Insurance - workers compensation	0.00	304.75	(304.75)	0.00	914.25	(914.25)		0.00
Payroll taxes	1,104.13	1,023.00	81.13	3,136.76	3,069.00	67.76		102.21
Total payroll expenses	12,769.09	14,661.08	(1,891.99)	37,270.48	43,983.28	(6,712.80)		84.74
Advertising	0.00	41.66	(41.66)	0.00	125.06	(125.06)		0.00
Auto expense	0.00	50.00	(50.00)	0.00	150.00	(150.00)		0.00
Bank charges	68.81	120.83	(52.02)	438.59	362.53	76.06		120.98
Cat litter	14.68	27.25	(12.57)	161.41	81.75	79.66		197.44
Dog and cat food	716.52	1,581.75	(865.23)	2,801.30	4,745.25	(1,943.95)		59.03
Dues and subscriptions	60.00	12.50	47.50	60.00	37.50	22.50		160.00
Fundraising expense	0.00	125.00	(125.00)	0.00	375.00	(375.00)		0.00

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and three months ended March 31, 2022

	2022	Monthly	Monthly	2022	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Insurance	0.00	625.00	(625.00)	2,553.00	1,875.00	678.00	136.16
Legal and professional	300.00	1,000.00	(700.00)	900.00	3,000.00	(2,100.00)	30.00
Medication	2,736.28	0.00	2,736.28	5,001.51	0.00	5,001.51	0.00
Meals and entertainment	0.00	29.16	(29.16)	0.00	87.56	(87.56)	0.00
Medical- Veterinarian	2,162.81	3,000.00	(837.19)	6,018.44	9,000.00	(2,981.56)	66.87
Medical- clinic	0.00	2,166.66	(2,166.66)	0.00	6,500.06	(6,500.06)	0.00
Medical - Employees	0.00	0.00	0.00	1,219.25	0.00	1,219.25	0.00
Postage & Shipping	0.00	20.83	(20.83)	0.00	62.53	(62.53)	0.00
Printing & Stationary	122.72	62.50	60.22	122.72	187.50	(64.78)	65.45
Repairs and maintenance	624.99	666.66	(41.67)	1,799.49	2,000.06	(200.57)	89.97
Supplies- office	(656.04)	283.33	(939.37)	648.25	850.03	(201.78)	76.26
Supplies- Cleaning	84.22	1,000.00	(915.78)	1,050.45	3,000.00	(1,949.55)	35.02
Supplies- Animal Supplies	0.00	16.66	(16.66)	30.27	50.06	(19.79)	60.47
Taxes and licenses	0.00	88.75	(88.75)	878.00	266.25	611.75	329.77
Trash svc	112.19	131.25	(19.06)	332.52	393.75	(61.23)	84.45
Utilities	1,036.84	1,416.66	(379.82)	4,554.46	4,250.06	304.40	107.16
Depreciation	2,562.33	0.00	2,562.33	7,686.94	0.00	7,686.94	0.00
Total operating expenses	9,946.35	12,466.45	(2,520.10)	36,256.60	37,399.95	(1,143.35)	96.94
	22,715.44	27,127.53	(4,412.09)	73,527.08	81,383.23	(7,856.15)	90.35
Total expenses	22,715.44	27,127.53	(4,412.09)	73,527.08	81,383.23	(7,856.15)	90.35
Other Income / (Expenses)							
Interest Income	2.11	0.00	(2.11)	5.44	0.00	(5.44)	0.00
	2.11	0.00	2.11	5.44	0.00	5.44	0.00
Change in net assets	\$ 7,827.44	\$ 834.18	\$ 6,993.26	\$ 23,626.08	\$ 2,501.38	\$ 21,124.70	944.52 %

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee by 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers; and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.